

Amendment #7
RFP#082514 – Frankfort Office Building
Built-to-Suit

To correct discrepancies between Phase I and II checklists and Evaluation Score Sheet:

PHASE I:

- ☐ 'Commonwealth of Kentucky Solicitation' for Phase I, filled out and signed (form supplied in exhibits to RFP)
 - ☐ Transmittal Letter Tab A (to be prepared/submitted by Offeror)
 - ☐ Narrative of Design Intent (to be prepared/submitted by Offeror)
 - ☐ Corporate Background and Experience – minimum of 2 similar sized office buildings w/l last 10 years (both design and construction) *(Am#2: Offeror's experience must include structures of at a minimum of 80% size of the Project structure. Each member of the team must have completed two similar size structures, whether the same two (as a team) or not. Each team member must have experience with the Project building size.)*
(to be prepared/submitted by Offeror)
 - ☐ Financial (to be prepared/submitted by Offeror)
 - ☐ Technical Proposal Tab B - Project Approach and Required Drawings and Documents (to be prepared/submitted by Offeror)
 - ☐ Financial Data and Benefits to KY (form included within RFP)
 - ☐ Amortization Schedule (to be prepared/submitted by Offeror)
 - ☐ Ownership Disclosure Form (form included in exhibits to RFP)
 - ☐ Affidavit (form included within RFP)
 - ☐ Violations pursuant to KRS 45A.485 (form included within RFP)
 - ☐ Sworn Statement regarding Campaign Finances (form included within RFP)
 - ☐ MBE Participation Form (form included in exhibits to RFP)
 - ☐ Proof of Bonding (submitted by Offeror)
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- ☐ If Offeror chooses to submit proposal offering its own property, required information on page 6 must be included in submittal, as well as Tab B information for laboratory building. (submitted by Offeror)
- ☐ \$5,000 Proposal Guaranty (submitted by Offeror)

PHASE II: Short-listed Offerors

- ☐ 'Commonwealth of Kentucky Solicitation' form for Phase II, filled out and signed (to be prepared/submitted by Offeror)
- ☐ Transmittal Letter (to be prepared/submitted by Offeror)
- ☐ Listing of any changes to Team Composition; or statement that there are no changes to Team submitted in Phase I (to be prepared/submitted by Offeror)
- ☐ Aesthetic Design Presentation Graphics (to be prepared/submitted by Offeror)
- ☐ Project Approach to Design/Construction (to be prepared/submitted by Offeror)
- ☐ Project Construction schedule (to be prepared/submitted by Offeror)

For corrections to the score sheet, please see attached revised scoresheet.

BUYER	Preview - PHASE I: [] 'Commonwealth of Kentucky Solicitation' for Phase I, filled out and signed (form supplied in exhibits to RFP) [] Transmittal Letter-Tab A (to be prepared/supplied by Offeror) [] Narrative of Design Intent (to be prepared/supplied by Offeror) [] Corporate Background and Experience (to be prepared/supplied by Offeror) [] Financial (to be prepared/supplied by Offeror) [] Affidavit (form included within RFP) [] Violations pursuant to KRS 45A.485 (form included in RFP) verified by Labor [] Sworn Statement regarding Campaign Finances (form included in RFP) [] MBE Participation Form (form included in exhibits to RFP) [] Ownership Disclosure Form (form included in exhibits to RFP) [] \$5,000 Proposal Guaranty (to be supplied by Offeror) [] Disclosure of Ownership Interest Form (form included in exhibits to RFP) [] Technical Proposal Tab B: Project Approach and Required Drawings and Documents (to be prepared/submitted by Offeror) [] Financial Data and Benefits to KY (form included within RFP) [] Amortization Schedule (to be prepared/submitted by Offeror) [] Proof of Bonding (submitted by Offeror) [] If construction on PRIVATE property, req'ments in RFP plus Tab B info for Laboratory Bldg. ***** EVALUATION SCORE SHEET	
MEMBER SCORE	Phase I – PROPOSAL FOR SHORTLISTING	MAXIMUM SCORE
_____	Narrative design	
_____	This section shall clearly and succinctly describe the Offeror's approach to this Project. Issues such as design intent, and coordination with and benefits to the Commonwealth should, at a minimum, be addressed.	10
_____	This section should also identify the composition of Offeror's proposed professional design team. This section shall also identify the 'downstream' team members—the composition of the design team, to include, but not be limited to: architectural firm, engineering firm, and all other subconsultants to be utilized in completing this project.	10
_____	This section should also identify the composition of Offeror's proposed Construction Team. This section shall also identify the 'downstream' team members—the composition of the construction team, to include, but not be limited to: General Contractor, Major Subcontractors, and Special Inspections Firm to be utilized in completing this project.	10
_____	Geographical location of Design/ Construction Team with respect to the project site.	05
(Total)	Total for Narrative Design and Team Composition	35 Max.
_____	Corporate Background and Experience	
_____	The corporate background and experience section shall include from the Offeror:	
_____	Details of the background of the Offeror, date established, ownership (public company, partnership, subsidiary, etc.), company resources, and details of company experience relevant to the proposed project.	20
_____	List, if any, current or past similar construction projects developed/constructed/managed by the company. (Note: if the proposal is submitted by an individual, the same type of information will be required.)	20
_____	(Should the proposal be submitted by a non-builder, a corporation or business venture formed solely for the purpose of responding to this RFP, the above information shall be submitted for each individual within the said corporation, business venture or partnership)	
(Total)	Total for Corporate Background and Experience	40 Max
_____	Project Approach and Building/Site Design	
_____	All drawings to be 30" x 42". All specifications shall be on 8.5"x11" bond paper and bound.	
_____	➤ Provide written and graphic description of Offeror's approach to this project.	15
_____	➤ Drawings and Documents to be submitted shall be complete to an approximate schematic design level. The minimum documents to be submitted as a minimum are outlined in the RFP.	15
_____	➤ Overall Quality of the proposed building, meeting the minimum standards outlined in the building design criteria section of this RFP and the minimum requirements of all applicable building codes and ordinances.	15
_____	➤ Betterments to the minimum standards of the design criteria of this RFP and the minimum requirements of all applicable building codes and ordinances as viewed from a value added perspective to the benefit of the Commonwealth.	30
(Total)	Total Project Approach and Building/Site Design	Max 75
(Total)	TOTAL PHASE I SELECTION COMMITTEE SCORING	Max 150 (Total)

OFM	Financial Offerors must provide evidence that the completion of its proposed project (including design and construction) will be financially viable to its organization or team. The Offeror shall provide:	MAXIMUM SCORE
_____	1. An audited financial statement for each of the last three years must be provided for the applicable legal entity submitting a proposal. This statement should, at a minimum, list all assets and liabilities and be certified by a registered certified public accountant who is not an officer of the company or individual submitting the proposal. Offeror should also include a statement of changes of financial position of the business entity within the last three- (3) years. If the Offeror is a new entity incorporated for the purposes of operation of this project, then Offeror must provide individual income tax records and financial statements for all owners and/or general partners with more than twenty percent- (20%) interest, for each of the last three (3) years.	10
_____	2. A current (unaudited) financial statement.	10
_____	3. Bank references for the company shall be provided including name, address, and current telephone number of the given financial institution. This should include a signed authorization for release of financial information from each bank listed.	10
_____	4. Projected design, development costs, and explained contingencies must be detailed.	10
_____	5. A description of the proposed financing plan including, but not limited to, source of credit, terms of credit and repayment schedule. Source of credit will identify credit for construction as well as long term financing of structures.	10
_____	Total for Financial	Max 50
(Total)	TOTAL PROPOSAL SCORING FROM COMMITTEE AND OFM	(Total)
(Total OFM/ BUYER)		Max 200*
_____	Financial Data and Benefits to Kentucky (form included within RFP) TO BE SCORED BY OFM/ BUYER *** (Also Carried Forward to Phase II)	(Total)
(Total)	TOTAL PHASE I SCORING OFM/BUYER AND SELECTION COMMITTEE	Max 200***
BUYER	***** Phase II - Oral Presentation (Scores for Phase II are separate from scores from Phase One that was used for shortlisting of firms.)	Max 400
_____	 'Commonwealth of Kentucky Solicitation' for Phase II, filled out and signed (form included in exhibits to RFP)	
_____	 Transmittal Letter (to be prepared/submitted by Offeror)	
_____	 Team Composition and Experience as a team (to be prepared/submitted by Offeror)	
_____	 Aesthetic Design Presentation Graphics(to be prepared/submitted by Offeror)	
_____	 Project Approach to Design/ Construction(to be prepared/submitted by Offeror)	
_____	 Project Schedule (to be prepared/submitted by Offeror)	
_____	> Overall Quality of Team (Developer/ Professional Design Team/ Construction Team)	25
_____	> Aesthetic Design of Building (Renderings and other graphical information presented at Oral Presentation.	25
_____	> Approach to Design/ Construction of Project	25
_____	> Project Schedule and its benefits to the Commonwealth	25
_____	> Qualities identified during Oral Presentations not previously scored.	
(Total)	TOTAL PHASE II SELECTION COMMITTEE SCORING	125 Max
(Total OFM/ BUYER)		
_____	Financial Data and Benefits to Kentucky (page 36 of RFP) TO BE SCORED BY OFM/ BUYER *** (Also Carried Forward to Phase II)	Max 200***
(Total)	TOTAL PHASE I SCORING OFM/BUYER AND SELECTION COMMITTEE	Max 325
SIGNED: _____ DATE: _____		

* Phase I Committee scoring is factored in with scoring from pricing to determine the three shortlisted firms. Once the shortlist process is complete, the Financial Data and Benefits to KY scores are carried forward to Phase II selection process, but the Phase I committee scoring is not carried forward.

**The Offerors' financial information [evidence that the completion of its proposed project (including design and construction) will be financially viable to its organization or team] will be reviewed by the Office of Financial Management, within the Finance and Administration Cabinet for a score by that office of up to 50 points.

*** The Offeror, whose proposal offers the lowest net present value, will be awarded 200 points. This score will be calculated by the Commonwealth Buyer. The offeror with the next lowest net present value will be awarded points as in the example below:

(Example only):

Lowest NPV: \$90 = 200 points

Next Lowest NPV: \$100= $\$90/\100×200 points = 180 points (rounded)

Next Lowest NPV: \$110= $\$90/\110×200 points = 164 points (rounded)

EVALUATION PROCESS

The evaluation process will consist of the following steps:

1. Pre-evaluation of each proposal by the Division of Real Properties.
2. Evaluation of each proposal by the Frankfort Office Building RFP selection committee; Each Committee Member will score each criteria and indicate a total score. The total individual score from each selection committee member is added to the individual scores by the other selection committee members and the score for the firm is averaged and that average is the score evaluated with the price score to determine the shortlisted firms.
3. Ranking of proposals; identifying and/or determining whether a single proposal is responsive to the RFP criteria.
4. Financial Data and Benefits to Kentucky (form included within RFP) shall be scored separately by the Commonwealth Buyer. The Frankfort Office Building RFP selection committee will not review/evaluate this portion of the Offeror's proposal.
5. OFM Evaluation of cost proposal, TO BE SCORED BY OFFICE OF FINANCIAL MANAGEMENT, WITHIN FINANCE AND ADMINISTRATION CABINET. Each of the financial options indicated are evaluated and calculated into a Present Value of Money (PVM) score. These PVM scores are then used to determine the scoring for each offer. The three firms with the highest cumulative score of PVM score and Selection Committee Phase I score are shortlisted. Where a firm has more than one offer within the first three highest cumulative scores, it will be only one of the three firms shortlisted.
6. After the Shortlisting of three firms. The Scoring for the ranking in order to determine the shortlisted firms is not carried forward.
7. When the Frankfort Office Building RFP Selection Committee convenes for the Oral Presentations, the OFM Evaluation information is provided to the Committee for their reference and use in conducting the Oral Presentations and scoring. The OFM Evaluation information is not a part of the Phase II selection committee scoring.
8. Once the Phase II selection committee scoring is completed. Each Committee Member will have scored each criteria and indicated a total score. The total individual score from each selection committee member is added to the individual scores by the other selection committee members and the score for the firm is averaged and that average is the score evaluated with the PVM score and the Financial Data score to determine the successful firm.